**Please read the entire handbook**

**K-6 Grade Handbook for St. Paul School**

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**Section I-School**

St. Paul Catholic School was founded in 1880 by Reverend Eugene Weible. The school came under the direction of the Benedictine sisters from Clyde, Missouri. This order later became the Olivetan Benedictine sisters and established Holy Angels Convent in 1887. St. Paul presently provides educational opportunities for grades Pre-K through 6th grade. This institution is an equal opportunity provider.

***1.1 Statement of Philosophy***

The philosophy of St. Paul Catholic School is to provide a Christian atmosphere and to promote the spiritual, intellectual, emotional, social and physical growth of each student. As a Catholic School, St. Paul School exists to provide a high quality education for each child regardless of race, religion, or socioeconomic background, while proclaiming the message of Jesus through our faith community and service to others. The faculty and staff work to encourage students to love and respect themselves and others, to be honest and fair, to have a rich and fruitful relationship with God, and to become lifelong learners.

***1.2 Goals***

Broad goals of St. Paul Catholic School are to teach the gospel message, to build community, and to be of Christian service. Specific goals flow from the fundamental understanding of the school as a Christian educational community. The goals are as follows:

1. To create a Christian educational community where human knowledge,

enlightened and enlivened by faith, is shared by teachers, students, and

parents in a spirit of freedom and love.

2. To foster a Christian understanding and provide opportunities for personal

commitment to religious values.

3. To help each student develop a positive attitude toward life-long education,

including the power to think constructively, to solve problems, and to reason

independently.

4. To facilitate and improve the student’s opportunity to learn.

5. To guide the student toward the spirit of freedom that recognizes discipline

and personal responsibility.

6. To provide quality education for all those children in the parish who desire to

take advantage of such an opportunity.

7. To play a significant role in raising national levels of knowledge, competence

and experience.

***1.3 Mission Statement***

The purpose of St. Paul Catholic School is to provide a quality education by promoting academic achievement, self-discipline, and a firm foundation of Catholic Christian ethics.

***1.4 Role of Parents***

**Parents must be acknowledged as the first and foremost educators of their children**. Their role as educators is so decisive that scarcely anything can compensate for their failure in it. Children should be taught according to the faith received in baptism, to have knowledge of God, to worship Him, and to love their neighbor. While belonging primarily to the family, the task of imparting education requires the help of society as a whole. Catholic parents should call to mind their duty to entrust their children to Catholic Schools, and, where this is possible, to support such schools to the extent of their ability and to work along with them for the welfare of their children.

***1.5 Parent-Teacher Organization***

The Parent-Teacher Organization meets during the school year as necessary. Parents of children in school are automatically members. We urge your active support and participation. PTO raises funds for our school. They also provide volunteers for special needs, projects, and school activities. Please **be sure one parent or guardian attends the PTO meetings during the year, and volunteer to help wherever you can.**

***1.6 School Board***

Unlike a public school board, the Catholic School board is not autonomous. According to the code of canon law, all parish boards are consultative. Actions of the board become effective only upon approval of the pastor. Since the main purpose of the board is to assist the pastor and the principal in providing quality Catholic education through the parish school, the majority of board members are to be practicing Catholics.

St. Paul has a consultative School Board composed of elected or appointed representatives from the school and/or parish community. Each school board member serves a three-year term. The School Board works as an advisory group to the principal and pastor, as it pertains to school matters. The School Board follows the guidelines established by the Diocesan Policy Manual.

***1.7 Accreditation***

St. Paul Catholic School is a member of the Arkansas Nonpublic School Accreditation Association (ANSAA) and is a member of the National Catholic Educational Association (NCEA). The faculty is comprised of state-certified teachers and a highly qualified, experienced staff.

**Section 2-Admission Policy**

***2.1 Admissions***

Enrollment at St. Paul Catholic School is a privilege. St. Paul School offers a scholastic program from Pre-K through Grade 6. Pre-registration for the coming year is held in the spring for currently enrolled students. Applications for new students may be completed at anytime following pre-registration. Parents of new students will be notified of acceptance of their application. Final registration is held in early August. To enter any grade, evidence of satisfactory achievement, promotion, and acceptable behavior from the school last attended must be provided.

**Students are admitted on probation for nine weeks. At the end of the nine weeks, the principal, in consultation with the pastor, reserves the right to determine if the student is to remain at the school.**

***2.2 Non-discriminatory Practices***

Other than the admission priorities established due to the number of available slots at a particular grade level, St. Paul Catholic School does not discriminate on the basis of race, color, or national or ethnic origin in administration of educational policies, admission policies, athletic programs, or other school administered programs or activities.

***2.3 Admission Priorities***

Diocesan Policy (2.01) states the following admission priorities for elementary schools:

1. Catholic families who are parishioners with a child currently enrolled

2. Catholic families who are parishioners without a child currently enrolled

3. Other Catholic families with a child enrolled

4. Other Catholic families wanting to enroll a child in either Pre-K or K

5. Catholic families in neighboring parishes

7. Non-Catholic families

***2.4 Transfer Students***

Students transferring from another school after the beginning of the school term may be conditionally admitted. St. Paul Catholic School may accept transfer students who have met the following guidelines:

1. An interview scheduled with the principal for the parents and student(s).

2. Copies of the past or current year report cards and previous standardized

test scores must be presented at the interview.

3. A student transfer recommendation from the previous school.

4. A grade level assessment

All transfer students will be on probation for four (4) weeks. The administration reserves the right to dismiss a student who does not conform to the standards of the school.

***2.5 Enrollment Requirements***

**(As of July 31, 2004 – Subject to change)** According to Diocesan regulations and Arkansas State Law, no child shall be admitted to the Pre-Kindergarten program for the current year, unless he/she has attained the age of three (3) by September 1st. Kindergarten students must be five (5) on or before September 1st of the current school year.

**Registration Documents (required)**

* birth certificate
* physical K-6
* a baptismal certificate (Catholic students)
* immunization record

All students attending Catholic Schools in the Diocese of Little Rock are subject to the immunization laws of the State of Arkansas.

The requirement for entry into school, irrespective of grade, are five doses of Acellular Diptheria/Tetanus/Pertussis (DTP), Diphtheria/Tetanus (DT pediatric), or Tetanus/Diptheria (Td Adult), four doses of polio vaccine; two doses of Rubeola (measles) vaccine, one dose of Rubella (German measles) vaccine and one dose of mumps vaccine. Additionally, three doses of Hepatitis B vaccine and two dose of Varicella (chickenpox) vaccine are required before entering kindergarten. Three doses of Hepatitis B are required for transfer students.

**NO STUDENT MAY BEGIN SCHOOL WITHOUT APPROPRIATE AND UP-TO-DATE IMMUNIZATIONS.**

* A child who has had the disease, as documented by an attending physician should not be required to have the vaccine for the disease.
* An exemption to the immunization law may be made only by a certificate issued by the Director, Arkansas Department of Health, that the vaccine would be detrimental to the health of the child.
* Students who transfer from another school either within the state or from out of state will be admitted conditionally. Only a maximum of thirty (30) calendar days shall be given for the student to produce documentation of immunization or be excluded from school.

***2.6 Learning Conflicts***

St. Paul Catholic School attempts to respond to the needs of students with learning conflicts. Since we cannot offer a continuum of services, as financed through the public system under PL 94-142, the individuals with Disabilities Education Act, or Section 504, we must limit our admissions to students who are able to manage in a mainstream setting with a minimum of strategy training and simple modifications as outlined and agreed upon by the student, teacher, and parent using the Subject Modification Form in the diocesan policy handbook.

***2.7 Student Information***

It is extremely important that student enrollment information in the office be kept up to date at all times. **If any information changes** – name, address, telephone number, emergency contact, parents’ home or work numbers, medication information, method of transportation, authorizations for pickup, etc. **Contact the office as soon as possible. We must have an emergency number at all times.**

***2.8 Records***

According to the Family Educational Right and Privacy Act of 1988, student’s records are confidential and will be open only to members of the professional staff and to the student’s parents/guardian(s).

**Section 3-Financial Obligations**

***3.1 Financial Obligations***

We do not wish to deny any Catholic child a Catholic education. Limited financial assistance may be available to qualifying families. A confidential *Request for Financial Aid* form is available upon request. Any family that is a member of St. Paul Catholic Church and not contributing to the support of the Church will usually not be considered for tuition aid. Registration fee, tuition, book fees, and general fees, are mandatory financial obligation of all families. Annual amounts for the items are established and recommended by the principal, school board and approved by the Pastor. Parents/Guardians bear the responsibility of being aware of the status of their financial account. If a family is unable to meet financial obligation, the parents will need to make an appointment to visit with the principal as soon as possible to discuss financial arrangements.

***3.2 Tuition***

Current tuition rates may be obtained from the school office. Tuition & fees, must be paid on time with final registration in August and running through May. Tuition may be made annually, semi-annually, or monthly. Tuition payments are non-refundable. Families with delinquent accounts will be notified in writing. When a tuition account is two (2) months past due and satisfactory arrangements have not been made, the student must be withdrawn from school. **Report cards, transcripts and permanent records will be withheld if the account is not current**, unless other arrangements have been made with the principal. All charges made to the school by banks due to insufficient fund, plus a $25.00 fee, will be added to the family financial obligation to the school. **Students will not be enrolled at the beginning of a new school year if the family financial obligation has not been taken care of for the previous year.** Cash payments must be hand delivered by an adult directly to the principal or secretary. Receipts will be written for cash payments. Tuition of an enrolled student who is withdrawn before the end of the year and the tuition of a child who enrolls during the school year will be pro-rated.

***3.3 Books and Fees***

Textbooks are issued on a “rental basis” and must be checked in at the end of the school term or before withdrawal. Any student who loses or damages a book shall replace the book at full cost. All students are required to have a book bag for carrying books.

***3.4 Library Fees***

Students are urged to use the library freely. However, many students use the books and the expense of replacing them is great. If a book is lost or damaged beyond repair, the student will be responsible for reimbursing the library the amount of the cost of the replacement of the book. As with all fees, library fees must be paid by the end of the school year.

**Section 4-School Day**

***4.1 Daily Schedule***

The St. Paul Catholic School day begins at 8:00 a.m. First bell will ring at 7:50 a.m. **All students should be in their classroom by 8:00 a.m.** Students are dismissed at 3:00 p.m. Students should NOT arrive before 7:30 a.m. and should be picked up by 3:30 p.m. After-School Care is available beginning immediately after school until 5:30 p.m.

**If the student is late for school, parents need to sign the student in at the office.**

***4.2 Early Dismissal***

**All students leaving early must be checked out through the school office** and should be picked up by 2:45 p.m.Students must be signed out by an adult that is authorized to pick the student up (as listed on the student’s Pick-up Form). Students will be called to the office to meet parents. **No students** are to be checked out directly from the classroom, play area, gym, or cafeteria. This includes Pre-K and Kindergarten. Please come to the office to pick up your child.

***4.3 Regular Dismissal***

For the safety of our children, **please drive slowly and cautiously in the parking lot.** . Prior arrangements need to be made for a student to leave with someone other than a parent or guardian. An up-to-date pick-up list and/or a parent note to the teacher or the office is needed if your child is leaving the school grounds differently than usual. This includes going home with another St. Paul student.

***Dismissal Procedure***

Students will be dismissed at 3:00 p.m.

For the safety of your student and courtesy to other parents, please observe the school pick up procedure listed below.

* Enter the school parking lot from the West (Convent Street) and form a single line. Stop by the parking lot door. A duty teacher will load your student(s) into the vehicle. Exit onto Cedar Street.
* If your child(ren) is not ready when you arrive, please circle back around or pull up and park on the duty teacher’s request.
* **Please do not walk in the building to get your student or wait in the hallway. This interferes with orderly dismissal.**
* If you need to conference with a teacher, please call the school office and schedule an appointment or wait until 3:15 p.m.
* Walkers/bike riders will be dismissed at 3:15. Written permission from the parent or guardian is needed to walk or ride a bike. No student may ride another child’s bicycle while on school premises.
* If you must pick up your student early, check him/her out through the office. Use the school front door located on Cedar Street.
* Bus riders will be dismissed at 2:55 each day.

***4.4 Safety and Security***

For the protection of our students, all outside doors are locked. We ask everyone entering the building or grounds for any reason to report to the office. In addition, all classroom doors will remain locked when children are present.

***4.5 Attendance***

To comply with state and diocesan policies, school age children should attend school daily. It is the responsibility of parents to notify the school of circumstances surrounding a student’s absence. **Call the school office, 892-5639 before 9:00 a.m. to report an absence.** A student returning to school must present a written excuse signed by a parent or guardian stating the reason for the absence. Excuses will be kept on file in the student’s classroom folder.

Excused absences are those due to illness or personal injury, medical or dental appointments, court appearances, quarantine, or family emergencies. Parents are encouraged to make medical and dental appointments, whenever possible, after school or on non-school days. Except for family emergencies, trips are generally considered unexcused absences. If an absence is excused, it is the responsibility of the student and/or parent to make arrangements for completing the work missed. **Students absent for a short period of time may pick up their make-up work when they return to school.**  **When students are expected to be absent for more than several days, the parent should notify the teacher in advance to make arrangements to pick up assignments.** For every day absent, the student has the same amount of time to make up the missed assignments ex: If a student is absent for 3 days, upon return they will have 3 days to turn in make-up work. A zero will be given for any work not completed in that time frame.

Please keep in mind that 6 unexcused absences will constitute as excessive. Parents will be notified and if unexcused absences continue, DHS may be notified.

***4.6 Tardy Policy***

For a student to make satisfactory improvement in school, it is necessary that students be present when classes begin. Tardiness interferes with progress in school and constitutes a disturbance for all members of the class. Any work missed during the tardiness times or early dismissal, will have to be made up outside of class. Students should be on time and should only be checked out early in cases of emergency or medical appointments. **All students who arrive after 8:00 a.m. must enter through the office by an adult. PARENTS ARE NOT TO ACCOMPANY STUDENTS TO THE CLASSROOM.**

***4.7 After School Care***

An after school care program is available until 5:30 p.m. If your child is in need of after-school care you may contact the office to register your child for this service.

***4.8 Inclement Weather***

When severe weather creates hazardous conditions, the regular school schedule may be suspended to ensure the students’ safety. In the event of inclement weather, the school will notify parents by: the school’s current parent alert system, social media, and online/TV weather announcements. This decision may or may not agree with the decision made for the public schools. “Snow Days” are built into the Diocesan Calendar. The school also has a set amount of “Cyber Days” that can be used in place of making the days up at the end of the school year. If a “Cyber Day” is called, the principal and teachers will notify parents and students. See below for more information on “Cyber Days”.

***4.9 Delayed School Opening***

When school opening time is delayed because of inclement weather, the school will open 30 minutes before the announced time.

**Section 5-Dress Code**

***5.1 General Regulations***

In order to encourage the environment of unity and school pride, it is the policy of St. Paul Catholic School that a school uniform shall be worn by all students. Each day student’s are expected to be clean, well groomed, and uniforms are to be in good repair. School uniforms are available through several sources. The Principal will announce casual days or exceptions to the uniform code. Parents will be notified of any changes in the uniform code.

***5.2 Dress Code Addendums/Changes as of 11/13/2017***

Monday-Thursday Wear

*TOPS:* Hunter Green or Navy
-Short or long sleeve t-shirt with school logo (all t-shirts are sold through the office)
-Sweat shirts, hoodies with school logo
-Polo style, plain, hunter green or navy shirts can be worn without the school logo. These can be purchased from any store.
Shirts must be tucked in at all times. Please make sure your child's shirt is long enough to be tucked in. There are several like-new and clean shirts for sale at a discounted price. You can buy these at anytime or during our sale.

**-No long sleeve shirts under short sleeve shirts. We sell long sleeve uniform shirts in the office.**

***OUTERWEAR:* Students can wear any coat or jacket from home to school and outdoors (recess and walking to church or gym). However, these coats are not considered part of the uniform/dress code so they cannot be kept on inside the building. Students can bring gloves, scarves and hats, but are responsible for keeping up with these items. St. Paul jackets, zip-up hoodies, sweatshirts can be worn inside the building because they are considered uniform. \*Anything purchased from school as uniform can be worn all day.**

*PANTS, CAPRIS, SHORTS AND JUMPERS*: Khaki in color. There is no specific brand that you have to buy, **but large branding cannot be showing on pants.** NO JEAN, CORDUROY OR CARGO TYPE. NO EXTRA POCKETS, BUTTONS, ZIPPERS, **ELASTIC WAISTS/BOTTOMS**. **The idea is to have PLAIN, normal Khaki colored pants.** PANTS CANNOT BE TIGHT AND REVEALING **(like the skinny legged pants).** Shorts must be an appropriate length. The office will use a dollar bill to measure if in question (the student will kneel and dollar bill placed vertically on the floor and the shorts or skirts must touch the bill).

*SKIRTS AND SKORTS*: Khaki. These too must be at the dollar bill length.

*BELTS*: Belts are required in grades 1-6. Brown, khaki**, navy,** or black in color. NO PRINTS, SPARKLES OR COLORS OTHER THAN THOSE SPECIFIED WILL BE ALLOWED.

*SHOES:*
-Tennis shoes and slip-on shoes (Bobs, Keds, etc) can be any color.

-**BOOTS: boots can be worn under pants, not over pants (this goes for girls and boys). Boots can also be worn with uniform skirts but they have to be PLAIN (meaning no sparkles, etc) brown, black or neutral in color. They can be worn over tights or leggings with a skirt. They cannot be worn over skinny pants or other uniform pants.
-Cowboy/cowgirl boots can be worn underneath pants as long as they are soft-soled and nonpointed toes. They cannot be worn openly with skirts.**
-No sandals, open-toed/open heeled, flip-flops or light-up shoes

*SOCKS:* All students must wear white socks (black ankle socks are permitted). Girls can wear tights, knee socks or leggings in white or cream (no other colors).

*HAIR STYLES:* Hair must be clean and combed. Bangs must be trimmed, no hair hanging in or covering the face. Hair accessories need to match the uniforms (navy, green, yellow, white, cream). No extreme hairstyles will be allowed. If you have a question about a hair style (shavings, hair colorings) you must get permission from the office first. No color dyed hair (pink, purple, green, etc..)

*JEWELRY:* Watches, rings and religious medals may be worn. One pair of post earring may be worn (girls only). Large, dangling jewelry is a safety hazard, therefore should not be worn.

*FRIDAYS ARE CASUAL CHRISTIAN DAYS:*

*SHIRTS:*
-St. Paul t-shirts
-Christian t-shirts. Some examples are concert t-shirts, church and bazaar, spiritual wording.

**-Long sleeve t-shirts are allowed underneath short-sleeve shirts (St. Paul or Christian) only on Fridays**

*BOTTOMS:*

**No skirts of any kind
-blue jeans (pants, capri, shorts). Must be blue in color and have no holes.**

-Khaki cargo pants or shorts are allowed also.

-school uniform bottoms (shorts, pants, capri)

*SHOES:*
-Students will be allowed to wear any shoes, or boots they want in any color.

-**Boots will be allowed over the tops of pants on Fridays but not Monday-Thursday.**

-No sandals or flip flops.

-**No hard soled pointy-toed cowboy/girl boots.**

*ACCESSORIES:*

-Any color socks

-Any color hair bows

**This is meant to be fun for our students because they deserve a special day. However, this day can be taken away from a student if he/she consistently breaks the Monday-Thursday dress codes. I will send home warnings to parents if this occurs as well.**

**Section 6-Behavioral Expectations**

***6.1 General Expectations***

The St. Paul Catholic School community strives to develop a deep sense of respect in each individual student, for self and others. The school will enforce a code of behavior to promote a safe and secure learning environment during the school day and at school sponsored activities. St. Paul Catholic School administration reserves the right to question any behavior it deems contrary to that environment.

STUDENTS ARE EXPECTED TO:

* maintain a Christian learning environment by observing all Student Handbook rules
* model Christian behavior at all times
* be quiet and attentive during classes
* adhere to the uniform policy, including overall appearance
* refrain from chewing gum on the school premises, unless given by the teacher
* follow individual classroom procedures as outlined by the teaching staff
* respect others

***6.2 Bullying***

Bullying is a destructive behavior, which can be a written, or a verbal statement or a physical act which causes fear or distress to another. The policy of St. Paul Catholic School makes unacceptable “any pattern of behavior by a student or a group of students that is intended to harass, intimidate, humiliate, or instill fear in another student.” This pattern of behavior can lead to suspension or expulsion.

***6.3 Cell Phones***

Students are not permitted to have cell phones on their persons during school hours, nor are cell phones allowed to be on during school hours. In the event a student needs a phone for after-hours (3:30 p.m. or later) they may keep one in their backpacks to be used off campus. Cell phones will be confiscated if policy is broken.

***6.4 Discipline Procedures***

The school is a community. It is responsible for educating those children who attend, therefore, it must establish and enforce guidelines and procedures that provide for reasonable order and an atmosphere where learning can take place. There must be a set of procedures for dealing with inappropriate student behavior should it occur.

For most students, simple corrective action will affect the appropriate change. Some disciplinary options may include, but not be limited to:

* Individual Behavioral *Plan for Improvement*
* Additional supplemental assignments or projects
* Timeout
* Loss of privileges
* Parental contact
* In-school suspension

Individual circumstances and student needs will determine which methods a teacher will employ, with the focus upon improvement of the student’s behavior, enhancement of learning and safety for other students.

The teacher will set up a behavior plan for the students at the beginning of the school year. After the third misbehavior offense, a student can be sent to the office to speak with the principal.

At such time as the teacher has tried unsuccessfully to solve a discipline problem through a variety of methods or feels the immediate intervention of an administrator is required, a referral will be made to the principal. The principal will determine further options, which may include:

* Additional parental contact and/or conference
* In-School Suspension
* Expulsion

**Corporal punishment is contrary to the Diocesan policy and is not used as a means of student control.**

For some students, the school is neither equipped nor staffed to effect the substantial changes that are needed. **The ultimate responsibility for a student’s behavior rest with the student and his/her parents.** With the advice and knowledge of the Superintendent of Catholic Schools, St. Paul Catholic School reserves the right to exclude from school, through expulsion or denial of re enrollment, any student who, because of his/her violation of the rules and policies of this school, is considered by the principal and the pastor as deserving of this action. Any involvement, activity, or possession related to drugs, alcohol, firearms, weapons, explosives, or threats shall be considered serious enough to warrant immediate expulsion, if the principal and pastor so determine. For serious offenses, as determined by the principal or pastor, the appropriate law enforcement agency will also be notified.

***6.5 Suspension***

In-school suspension: is the temporary expulsion of a student from the classroom for disciplinary reasons. Usually, a student is placed at a desk by the office or library, and is kept busy with school related work given by the teacher or principal. Suspension time can range from 1 hour, ½ a school day to a whole day, depending on the severity of the issue or the number of previous suspensions. Parents will be notified with details about their child's suspension. Types of behavior that require In-school suspension, but is not limited: See 6.7 Disorderly Conduct below

Regular suspension: is the temporary expulsion of a student from school for disciplinary reasons. Students may be suspended by the principal for serious reasons for a period of time not to exceed ten (10) days. The principal will notify, in writing, the student and the student’s parent(s)/guardian(s) of the reason for the suspension, the time of the suspension, and the requirements for reinstatement.

***6.6 Expulsion***

Expulsion is the permanent dismissal of a student from school. Expulsion from school will be at the decision of the principal in consultation with the pastor. A written report containing reason for the expulsion will be sent to the student’s parent(s)/guardian(s) and to the diocesan superintendent. If the safety of the staff and/or students is ever in question, this can result in expulsion.

***6.7 Disorderly Conduct***

All students attending St. Paul Catholic School will be held responsible for their conduct in school, on the grounds, or at any school activity. Disorderly conduct may include but is not limited to:

* Fighting
* Defiance of faculty, staff, or authorized personnel
* Cruelty to other students (verbal or physical)
* Willful destruction/defacing of school property
* Consistent lack of cooperation both within and outside the classroom
* Bringing or using alcohol, tobacco in any form, and/or illegal drugs on school grounds or at extra-curricular activities.
* Possession of firearms or other weapons on school grounds
* Profanity, verbal abuse, obscene gestures or pictures
* Theft
* Cheating
* Any other offense deemed disorderly and not conductive to good order and discipline.

**The administration reserves the right to impose appropriate consequences, which are warranted for improper behavior or actions at the school. The administration reserves the right to dismiss a student when the attitude or behavior of the student is judged to be contradictory or harmful to the atmosphere and values of St. Paul’s.**

***6.8 Due Process***

Every student is entitled to due process in every instance of disciplinary action for which the student may be subjected to penalties of suspension or expulsion. Due process is afforded to students in disciplinary cases of some magnitude such as:

* Suspension
* Expulsion
* Statements removed from students’ records
* Clearing one’s reputation

The due process rights of students and parents are as follows:

* Prior to any suspension, the principal shall advise the student in question of the particular misconduct they are accused of as well as the basis for such accusations.
* The student shall be given the opportunity to explain their version of the facts to the principal.
* Written notice of suspension and the reason for suspension will be given to the parents of the student.
* Parents or legal guardian of a suspended student shall have the right to appeal to the pastor.

***6.9 Alcohol/Drug Policy***

The possession, use or distribution of a controlled substance or alcoholic beverages is not permitted in the school or at any school function. A teacher is required by law to report to school authorities any incident of alcohol or drug abuse. Not to report such an incident is against the law (AR Code 6-17-113 &107).

Students who have in their possession, or bring to school, or any function sponsored by the school, any alcohol or controlled substance, regardless of the time, will immediately be reported to the police. It will be the responsibility of the police to notify the student’s parents/guardians. This will result in immediate suspension.

A student may be allowed to return to school contingent upon, among other things, his/her involvement in professional counseling. Any additional offense will result in immediate expulsion.

***6.10 Property Damage***

Malicious and intentional damage to the school property should be promptly reported. Students involved will face possible suspension or expulsion and the parent/guardian will be responsible to pay for the damage. In the case of accidental damage to school property, the person(s) responsible for the damage should be promptly reported and should pay for the damage.

***6.11 Leaving School Premises***

No student may leave the school premises during the school day or absent themselves from school-sponsored functions and events without the expressed permission of the principal. Any student who violates this rule will be subject to disciplinary action.

***6.12 Playground Supervision***

All recess periods and outside activities are under the supervision of a teacher or designee. **Recess is a privilege and not a right.** Any student, who cannot follow the directions of the duty teacher, will have their recess privileges removed for a specified amount of time. Students will not enter the school building during recess without the permission of the duty teacher.

**Section 7-Academics**

***7.1 Grading Standards***

Grades are recorded each week on our online grade book system. Students receive a printed copy of grades at each nine (9) week quarter. Parents are responsible for checking online for weekly grade updates. The Diocesan grading scale is shown below.

A Superior Achievement 90-100%

B Above Average 80-89%

C Average 70-79%

D Passing-Below Average 60-69%

F Failure-Unsatisfactory Below 60%

Kindergarten report cards will be a report of basic skills mastered during the grading period.

Parents will be notified in advance when failure seems unavoidable. If a student is doing unsatisfactory work, teachers will make every attempt to notify parents prior to the quarterly report. Good communication is essential to the success of your child. The report card should be viewed as one way of recording the progress of the individual child. It is not to be compared to other students, nor should it be used as a basis for punishment. Good work should be rewarded by positive praise. This attitude will help develop the student’s confidence.

***7.2 Conduct Grades***

Students will receive a conduct grade from each teacher. The grade will be based on the student’s behavior in the individual teacher’s class. Students participating in extracurricular activities must maintain at least a C in conduct for all classes. The Athletic Association sets conduct grade requirements for Pee Wee Basketball participation. Refer to the Player Code of Conduct for specific information.

***7.3 Promotion***

St. Paul Catholic School follows the Diocesan policy concerning promotion. Promotion of the student requires the recommendation of the teacher and principal. Promotion is based on a passing grade of 60%. Failure in a major subject area constitutes a promotion failure unless the failure(s) are made up during a summer school approved by the principal. Proof of attendance at summer school and proof of passing marks must be presented to the principal before the student will be promoted. Major subject areas are Language Arts (Reading and English), Science, Social Studies, and Mathematics. **Failure of more than two major subjects constitutes a grade failure.**

Promotion of students in Grades 1 and 2 is based largely on reading ability and on the recommendations of the teacher and principal.

***7.4 Parent-Teacher Conferences***

Parent-Teacher conferences are expected and encouraged. One mandatory conference is scheduled in the school calendar during the first semester and an optional one during the second semester. Dates will be announced at the beginning of the school year. Additional conferences may be scheduled by contacting the school office@892-5639 or contacting the teacher. Conferences can be held before school hours, during teacher’s planning period, or after school hours. **TEACHERS CANNOT LEAVE CLASS FOR CONFERENCES OR VISIT WITH ANYONE WHILE STUDENTS ARE IN ATTENDANCE UNLESS PRIOR ARRANGEMENTS FOR STUDENT SUPERVISION HAVE BEEN MADE.**

***7.5 Standardized Testing***

To assist the teacher and staff in providing the best possible instruction, the standardized achievement test accepted by the Diocesan Office is administered to all students in Grades 1 through 6 during the spring semester. The results of these tests are sent to the parents and to the school. The results also become part of the student’s permanent records. A thorough review of the results by the faculty provides valuable information for curriculum development.

***7.6 Homework***

Homework is essential for reinforcing learning and achieving mastery in academic skills and concepts. Homework consists of both written and study assignments. Parents need to provide a quiet place and a definite time for the student to work, as well as the necessary materials with which to work. Homework study times will vary according to the needs of the individual student. All assignments are to be turned in on the date due. Each teacher/grade level has a class/classroom procedure for communicating with the parents concerning late assignments. **Students who are absent are responsible for inquiring about missed assignments and meeting established times for turning in the work.**

**Section 8-Medical / Health**

***8.1 Medication***

As stated in Diocesan Policy 2.13, “Medicine, whether prescription or over-the-counter, is **not** to be provided by the school.” If your child needs to take medicine of any kind at school, a note should accompany the medication (in its original container), providing the following information: **DATE, CHILD’S NAME, NAME OF MEDICATION, HOW AND WHEN IT IS TO BE GIVEN.** All medication will be kept and administered in the school office.

***8.2 Health***

Each year students are tested for hearing, vision, and scoliosis. Permission slips are sent home in advance for the scoliosis testing. Parents will be notified if there is a problem in any of these areas, as they may wish to seek further review by their child’s physician.

***8.3 Illness***

A member of the school staff takes care of minor accidents. In the event of a serious injury or accident, the office will contact a parent as soon as possible. If a parent cannot be reached, the emergency number on file will be tried. If the emergency number cannot be reached, the injured child will be taken to the hospital immediately. If a child becomes sick at school, the parents will be contacted so that they or a designated adult can pick the child up from school. No student will be allowed to go home alone**. Any child running a fever must be picked up from school and should not return until the fever has been gone for at least 24 hours.**

***8.4 Head Lice***

If a student is found to have nits, parents/guardians will be notified to pick up their child at this time. The student will not be allowed to return to school until the principal or designee has determined that the student is “nit free”. Notification will be sent to all students in the affected grade(s). Parents/guardians are encouraged to check their children during the next several weeks if a notice is received.

***8.5 Communicable Diseases***

Any student having or suspected of having a communicable disease, as defined by the Arkansas Department of Health, will be excluded from school for the period of time designated in the department’s policies.

***8.6 Child Abuse Reporting***

It is the responsibility of every faculty and staff member to report suspected child abuse. It is not the administration’s responsibility to investigate the allegations. Child Abuse is defined as any mental or physical injury or injuries inflicted on a child other than by accidental means. Where the injury appears to have been caused as a result of abuse or neglect, the county SCAN or social services office shall be reported in a prompt manner.

**Section 9-Extracurricular Activities**

***9.1 Policy Statement***

The St. Paul Athletic Program is under the supervision and direction of the principal and Athletic Association and requirements regarding academic eligibility will be given by the coaches and explained to the students. **In order to be eligible to participate in any sport, the student must have a current physical or letter from the family physician on file in the school office.** Any questions or concerns about the athletic program should be directed to the Athletic Association. Participation in extra-curricular activities is considered a privilege, not a right.

***9.2 Academic Eligibility***

Student’s participation in a sport or any other extracurricular activity must maintain a grade of 70% (C) in each academic subject. An overall average of 80% (B) in conduct must also be maintained.

A diagnosed learning disability or handicapping condition is a condition that has been evaluated by a psychologist and/or psychological examiner and determined as severe enough to prevent a child from learning through traditional classroom instruction. Copies of test results and suggestions for educational modifications and /or IEP (individual educational plan) must be filed in the school office. A modified grading scale may be used in the student’s area(s) of disability. In areas of academics not affected by the particular disability, standards for non-disabled students will apply.

***9.3 Athletic Policy* Quarterly Grades (Report Cards) – w**ill be used to place a student on academic probation. Quarterly grades can also place a student on conduct probation, or remove a student from academic or conduct probation.

**Interim Grades –** Will be used to place a student on academic or conduct probation, or to remove a student from academic or conduct probation. **A student earning a grade below a C in an academic subject or conduct** will be ineligible to participate in school sports activities as specified in the policies of the St. Paul Athletic Association as approved by the St. Paul School Board.

**Athletic Eligibility:** Only students eligible or signed up for sports or activities may attend and participate in practices, games, meetings or events. All other students will be spectators only and must be accompanied by an adult. **No students or adults that are not authorized by the St. Paul School Athletic Association and the school Principal may participate in practices or games in any capacity.**

Presently, there is no registration fee required for students to participate in athletics. **Parents of extracurricular participants are required to help with setup, concessions and cleanup after events.** Please register with the St. Paul School Athletic Association when you sign your child up for sports.

**NOTE: Students who are absent from school on the day of the extracurricular event/activity, may not participate in that day’s event/activity.**

***9.4 Coaches*** All coaches are required to attend the Diocese of Little Rock Child Abuse Training Program (VIRTUS). No one will be allowed to coach until this training is accomplished.

Coaches should remember at all times that sports are only games and their behaviors should reflect a Christian attitude. The coach should keep in mind his or her position as a leader. Coaches must not physically or emotionally abuse any student who is under his/her supervision. All coaches should be aware of the individual abilities, skills, and attitudes of the students and realize that children are not adult athletes.

Each student who is a member of the team should have ample opportunity to play in games on a regular basis. Persons who abuse these guidelines may be asked to give up their role as coaches in the parochial league.

***9.5 Parents*** Parents are strongly encouraged to attend games in which their children are participating. This expresses concern for the child’s efforts and helps with athletic development because the parent can observe the child’s strengths and weaknesses. Parent behavior at the games should be the same, as you would expect from your child. **Belligerent or demeaning comments or actions towards coaches, opposing players, and game officials can be transferred to students and will not be tolerated.**

***9.6 Unruly or disruptive people at school events*** St. Paul Catholic School defines unruly behavior as actions that are “clearly, in the opinion of the principal or his designee, in excess of the ordinary and customary enthusiasm or anger expressed as a normal part of viewing or participating” in any school sponsored event. **Someone “kicked out” of school events also can be banned from attending any other events for up to a year or longer in extreme cases, at the discretion of the principal.** Ejected players will be given an immediate, one game suspension.

**Section 10-Miscellaneous Matters**

***10.1 Non-Custodial Parents***

St. Paul Catholic School abides by the provisions of the Buckley Amendment with respect to the right of non-custodial parents.

In a family situation in which there is a custody issue, a copy of the legal custody papers must be on file in the school office. This should be provided at the time of registration or when the situation develops. It is the responsibility of the custodial parent to keep the school informed about any custodial matters, which may involve the school. A copy of the child’s report card may be given to the non-custodial parent.

***10.2 Field Trips***

Educational field trips may be scheduled throughout the school year. To participate in these activities, students must have **parent permission and pay the appropriate fees.** In addition, **regular school attendance and behavior must be satisfactory.** Parents of students not participating will be notified in advance so that arrangements can be made for the student for that day. All school and class rules and procedures will apply while students are involved in the field trip activity. **FIELD TRIPS ARE A PRIVILEGE AND NOT A RIGHT.** Parents who volunteer as chaperons, drivers, or participate in any form, may not bring siblings or other children not involved with the field trip activity. Any parent driving will have to sign a driver liability form, provide a copy of a valid driver’s license and insurance card.

***10.3 Class Interruptions***

Every effort is made to avoid class interruptions. Messages will be delivered several times throughout the day. **Visitors and guests are asked to call in advance to make appointments if they wish to visit with a teacher or visit a class. Teachers cannot visit with anyone while they are responsible for students.**

***10.4 Money/Checks/Valuables***

Students are discouraged from bringing cash or anything of value to school. **Cash** for tuition, fees, or other charges should be dropped off in the office by an adult. **Checks or money**, of any amount, should be **in an envelope with the student’s name, the amount, and the purpose clearly labeled on the front.** Nothing of monetary or sentimental value should be brought to school. The school is not responsible for personal items due to loss or damage.

***10.5 Awards/Assemblies***

Students are recognized for Academics, Citizenship, Attendance, and Religious Formation throughout the year. Assembly dates will be established and sent home in a parent note. Parents, grandparents, and friends are invited.

***10.6 Telephone Usage***

To avoid class interruptions, neither students nor teachers will be called to the phone, except in an emergency. Students may use the school phone with the principal’s permission.

***10.7 School Insurance***

Since medical bills resulting from accidents to students at school are the responsibility of the parent/guardian, all parents/guardians of students attending St. Paul are given the opportunity to purchase student accident insurance through the school. Application blanks are available in the school office at the beginning of the school term (August). The student accident insurance is approved by the Diocesan School Office and is written by a company selected by the Diocese of Little Rock.

***10.8 Flowers and Gifts***

Any flowers, balloons, or gifts sent to students at school for birthdays or other special occasions must be delivered to the school office. The student can pick them up after school. Valentine’s Day deliveries are not accepted.

***10.9 Class Parties***

Class parties, which take place during school time, must be cleared through the principal. Teachers will coordinate the parties, treats, activities, and time with the teacher.

***10.10 Student Birthdays***

Birthday parties will not be held during school hours. However, if a student wishes to celebrate the occasion by treating the class to cookies, cupcakes, or such, he/she may do so after conferring with the teacher. **Birthday party invitations may only be distributed on campus when everyone in the class is invited.** Students should not exchange individual gifts at school.

***10.11 Toys and Games***

Please do not bring expensive toys, personal treasures or family heirlooms to school.

Toys and games may not be brought to school unless requested by an individual teacher. Items such as, but not limited to, questionable books and pictures, knives, guns, matches, cigarettes, radios, trading cards, pagers, palm pilots, laser lights or anything that will detract from a learning situation are not allowed at school at any time. Any decorations on notebooks, book covers, backpacks… must be in keeping with the school’s philosophy. The administration will determine the appropriateness of decorations. Unauthorized items will be taken away from the student and **NOT** returned until the end of the year.

***10.12 Forgotten Books, Homework, and other paraphernalia***

Our philosophy of education is teaching children to accept responsibility. This particularly applies when they have forgotten books, homework, and other paraphernalia. We will not give permission to students to make telephone calls for such items.

***10.13 Harassment Policy***

Each Catholic school shall maintain learning and working environment that is free from harassment and violence. It shall be a violation of this policy to harass another student or an employee through conduct, communication or social media. The administration shall investigate all complaints, formal or informal, verbal or written and take appropriate action.

***10.14 Use of School Grounds***

The use of school buildings and/or grounds is to be approved by the principal or the pastor. All dates and times for using the cafeteria or the gym must be coordinated with the parish secretary and the school principal. There is a nominal fee for the use of these facilities. The principal and/or the pastor reserve the right to refuse the use of parish facilities. Organizations associated with St. Paul Parish or School has priority in the use of all facilities and/or grounds.

***10.15 Photo Video Release Policy***

Any photographs or videos of St. Paul Catholic School students that are to be released to the public will require a signed consent formed by a parent/guardian. This may include, but not limited to, school directories, advertisements, press releases, etc. The principal will make the final decision as to whether a consent form is required.

***10.16 Acceptable Telecommunication Policy***

St. Paul Catholic School recognizes the need to effectively use computers and the Internet to further enhance educational goals. Faculty, staff and students are expected to use computers and the Internet responsibly. All computing resources must be used in an ethical and lawful manner. All activities while using the computers, or in accessing the Internet in this school must be in support of education and research, and consistent with the educational objectives of St. Paul School. **Use of the computers and the Internet is a privilege, not a right**, and is subject to terms and conditions. Users are expected to learn and follow normal standards of polite conduct and responsible behavior.

***10.17 Visitors/Volunteers***

Volunteers are always needed in the school to assist the teacher in various academic programs such as oral reading, library assistance, special projects, etc. For safety purposes, all doors will be locked during the normal school day. All volunteers, parents, and visitors are required to use the main entrance by the office. **All parents, volunteers, and visitors must check in at the office** before going anywhere in the building. The student check-in and checkout log that must be signed by parents/guardians anytime a student arrives after school begins or leaves before the end of the regular school day.

***10.18 Complaints***

Any person feeling aggravated concerning any matter connected with the school will contact the individual concerned before discussing it with other patrons. As a part of the St. Paul community, no parent must post open complaints or negativity about the school on social media or among other parents. Any slander of our school may result in permanent dismissal.

* If a person has a complaint about a teacher, the individual will go first to the teacher to seek a solution to the problem.
* If the matter cannot be resolved satisfactorily, the person will contact the principal for an appointment.
* If the problem is still not resolved, the person will contact the pastor to discuss the matter.
* If no solution is found to the problem, the matter will be referred to the superintendent.
* School board members are not to attempt to solve school problems but are to refer the aggravated person to the above procedure. If a board member is approached, he/she will notify the principal.

***10.19 Title 1 Funding***

Each year St. Paul has the option to apply for Title 1 Funding from the Federal government based on the number of free/reduced students attending the school. This money is used to provide programs, teacher in-service and equipment to improve needed areas of curriculum.

***10.20 Lunch Program/Cafeteria Policy***

The cafeteria provides hot lunches each day school is in session. Lunch prices are announced at the beginning of the school year. Morning snacks are available for purchase.

The office will send cafeteria bills home via our messaging systems. Parents will need to pay as soon as a bill comes in. Once the cafeteria account reaches more than $50 of charges per family, students will not be served a lunch or snack in the cafeteria. Your child will call you on the day they cannot be served for you to bring them lunch. They will have to bring their lunch/snack until the amount owed is paid.

***10.21 Fire and Tornado Drills***

Fire drills are conducted once a month and students are informed of the fire exit plans. Tornado drills are conducted several times during the school year.

***10.22 Search of Property***

Since desks are the property of the school, periodic checks of desks together with their contents may be made by authorized personnel. Such action may also be taken when the principal has reasonable cause to believe that they contain certain illegal or forbidden substances or other items that would be harmful to others in the school community. Personal property such as purses and backpacks may be searched.

***10.23 Smoking***

Smoking within the boundaries of St. Paul Catholic School campus by any student or adult is prohibited. Violations by students will lead to suspension and/or possible expulsion. Adults smoking on campus will be asked to properly extinguish and dispose of the smoking items.

***10.24 Withdrawal from School***

Parents of students withdrawing from school must notify the principal’s office of the intended withdrawal and clear all accounts. These accounts pertain to the lunch program, tuition, textbooks, library books, and any other fines or fees. It is essential that students be withdrawn properly in order that the records can be transferred to their next school.

***10.25 Internet, Electronic Mail, and Social Networking Usage Policy for Students***

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with internet users throughout the world. Families should be warned that material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. The intent is to make Internet access available to further educational goals and objectives. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration exceed any disadvantages. But ultimately parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media information sources. The school supports and respects each family’s right to decide whether or not to apply for access.

**School Internet and E-mail Rules**

Students are responsible for behavior on school computer networks just as they are in a classroom or school hallways.

The network is provided for students to conduct research and communication with others. Access to network services is given to student who agrees to act in a considerate and responsible manner. Parent permission is required for students under the age of 18. Access is a privilege – not a right and entails responsibility.

Individual users of the school computer networks are responsible for their behavior and communication over the networks. It is presumed that users will comply with school standards and will honor the agreement that they have signed. Beyond the clarification of such standards, the school is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.

Network administrators may review files and communications to maintain system integrity and ensure users are using the system responsibly. Users should not expect that files stored on school servers would always be private. There should be no expectations of privacy when using the school computers, computer network or computer system.

Within reason, freedom of speech and access to information will be honored. During school, teachers will guide students toward appropriate materials.

As outlined in the school policy and procedures the following guidelines must be followed:

Computer Access

• The administration or teacher has the right to access information stored in any student file on any student screen, or student electronic mail.

• Hardware or software shall not be damaged, modified or abused.

• Intentionally altering the files, data or software on the school computers will be viewed as vandalism.

• Loading software on any computer without authorization of the technology coordinator is forbidden.

• Making copies of licensed or copyrighted software is illegal and therefore prohibited.

• Using of or sharing another’s password is not allowed.

Internet Access

• Before accessing the Internet, each student will receive instruction in the proper use of the on-line tools.

• Students must notify teacher immediately of inappropriate material found.

• Use of Internet without the knowledge and permission of a teacher or administrator is prohibited.

• Students may not download programs.

• Use of the Internet without a clearly defined educational objective, understood by both student and teacher is not allowed.

• Students will use polite language; obscene languages, harassing, insulting, or attacking language will not be tolerated.

• Transmission or downloading materials in violation of copyright laws is prohibited.

The following are not permitted:

• Sending and displaying offensive messages or pictures.

• Damaging computer, computer system or computer networks

• Trespassing in another’s folders or files

• Intentionally wasting limited resources

• Students are not to reveal any personal information

The use of personal electronic devices is subject to this policy.

**Violation may result in loss of access as well as other disciplinary or legal actions.**

**10.26 Human Sexuality Policy**

St. Paul School has fully adopted the Diocese of Little Rock’s *Human Sexuality* policy.  The diocesan human sexuality policy is a part of the diocesan *Manual of Policies and Regulations* for Catholic schools, and is located in subsection 4.42 of the section titled “4.0 Students.”  It can be viewed on the Catholic Schools Office website at :<http://www.dolr.org/schools/policy-manual>

**10.27 Cyber Days**

**What are Cyber Days?** Teachers provide lessons for students to do from home. Each cyber day will count as a regular school day and will not have to be made up at the end of the school year.

**What types of lessons are assigned?** Lessons should be easy enough for the students to do mostly on their own (parental guidance may be needed, especially in the lower grades). There will be a lesson in each subject area, and some subject areas can be integrated into one lesson. Assignments are based on what the students are learning that week, or a review of what has been taught so far this year. There should be no more than 3 hours of work (which is done in a week) per cyber day.

**What if there is no internet available or electricity?** Each teacher will provide enough assignments in each subject area that students will have a choice of internet assignments or non-internet. We can also provide a hard copy to families without internet.

**How long do students have to complete each cyber day’s assignments?** Students have 1 week to complete cyber day assignments. For example, if we miss school on Tuesday, they will have till the following Tuesday to turn their work in. If we miss a couple days in a row, then Tuesdays work will be due the next Tuesday, Wednesday’s work will be due the next Wednesday and so forth.

**How can parents help their child with cyber day assignments?** Check your child’s folder for the Parent Log sheet (and the hard copy if you have requested one). Go to the school’s website and click the button for the appropriate grade’s cyber days (you can print these off or save them on your computer for easy access each time a snow day is called). If your child will be staying with someone other than yourself, please make sure a copy of the assignments is sent with them. Look over the assignments with your child and decide which ones they would like to do. To make sure your child has completed the necessary work, fill out the parent log form as they complete each assignment. Put their completed work in their homework folders and send back to school.

**NOTE: The administration reserves the right to amend these polices throughout the school year.**